



SAN FRANCISCO VETERANS AFFAIRS MEDICAL CENTER
4150 Clement St
San Francisco, CA 94121
Phone: 415-221-4810

CHECKLIST OF COMPLETED FORMS - RETURN WITH YOUR PACKET

Please place an X next to each item on this checklist that is completed.

- ☐ **Complete Talent Management System (TMS) Mandatory Training for Trainees (MTT) course online at www.tms.va.gov**

Follow instructions to create account, complete course, save pdf certificate of completion at http://www.sanfrancisco.va.gov/education/resident_orientation.asp.

- ☐ **Yes, I have emailed my TMS User ID and the MTT course certificate of completion pdf to v21sfceducation@va.gov no later than May 1, 2014.**

- ☐ **Application for Health Professions Trainees – VA Form 10-2850 D**

Complete entire form; answer all questions on each page and sign.

If you are not an American citizen, complete questions 13a, 13b, 13c, or 13d.

If you are a foreign medical graduate, please include your ECFMG number in questions 21a, 21b, and 21c.

- ☐ **Declaration of Federal Employment VA Form OF-306**

Complete entire form; answer all questions on each page and sign.

- ☐ **Fingerprint Request Form**

Write legibly, using your legal name, and sign the second page.

- ☐ **PIV Card Application**

Complete form; for employee type check “affiliate”, duration >180 days; answer all questions and sign.

- ☐ **If you are a current UCSF medical student or resident, it is requested that you make an individual appointment to complete in-person VA processing requirements between May 5, 2014 and June 6, 2014. Please email v21sfcwoc@va.gov to make an appointment to complete these requirements and check here as confirmation that you have made the appointment.**

- ☐ **DEA Card for Rx – ONLY complete if you are an incoming trainee with a current medical license and a DEA number**

- ☐ **VA Parking Decal Form – Optional**

Please send all completed forms and this completed checklist to your program coordinator in either electronic or hard copy format as determined by your program coordinator by the established deadline.

For questions regarding these forms or steps, contact the SFVAMC Education Office at v21sfceducation@va.gov.

Program Coordinators: Please return this checklist with each packet.